



The

Bella Vista Water District

Is Seeking A

General Manager

UNIQUE OPPORTUNITY

The Bella Vista Water District is seeking a progressive leader to replace Bob Dietz, who is retiring after 16 years as General Manager. The position offers a unique opportunity to lead an established, successful public water agency located in the rolling foothills just east of Redding, California.

THE DISTRICT



Established in 1954, the Bella Vista Water District today serves approximately 5,800 metered agricultural and residential customers over 52 square miles of rural Shasta County and portions of the City of Redding. Water is obtained from the Sacramento River via a contract with the Bureau of Reclamation, supplemented by five groundwater wells. The water is chlorinated, pressure filtered and distributed via a 200 mile piped system. Nine pumping stations and several pressure reducing stations maintain water pressure. The system also contains a regulating tank and three surface storage tanks.

The District operates a 45 million gallon per day (mgd) water treatment plant. The District has recently begun a two year, \$8 million effort to improve the plant's water quality and reliability, as well as increase its filtration capacity to 52.5 mgd. The project is being paid for through a 20 year, low interest loan from the California Department of Health Services and District funds. Customers are paying a bimonthly rate toward the project.

The District currently enjoys a positive reputation in the viewpoint of a significant majority of its customers.

The District is governed by a five member Board of Directors, elected at large by District landowners to four-year terms. The Board appoints the General Manager and contracts for the District's legal services. The Board holds regular meetings once a month. The District provides services with a talented and dedicated staff of 27 engineering, field and office staff, and a \$5.3 million current year operating budget. The District anticipates an unrestricted year-end reserve of \$500,000. The District also has an \$8.7 million current year capital improvement budget that includes the water treatment facility project. The District's recognized employee unit of 20 field and office employees is currently represented by the International Brotherhood of Electrical Workers (IBEW).

THE COMMUNITY

Redding, the county seat of Shasta County, is situated by the Sacramento River in the northern end of the Sacramento Valley approximately 160 miles north of Sacramento. A growing community with a population nearing 100,000, Redding offers a wide range of suburban and rural housing opportunities, excellent schools, health care facilities and shopping centers. Institutions of higher education in Redding offering two and four year degrees include Shasta College, Simpson University and National University.

Recreational opportunities are abundant in the area. Water sports of all types can be found at Shasta Lake and Whiskeytown Lake, both located within 10 miles of Redding. Boating and fishing for salmon, trout, and bass are available in the Sacramento River and its numerous tributaries. Whiskeytown, Shasta, and the Trinity National Recreation Area are nearby. Lassen National Park, Mt. Shasta, and the scenic mountains of the Cascade Range are all within a one hour drive.

THE POSITION

Reporting to the Board of Directors, the General Manager is responsible for planning, organizing, directing and coordinating all activities and functions of the District and carrying out related Board policies. This responsibility includes, but is not limited to:

- planning, organizing and directing the field, plant, business and financial affairs of the District under policy direction from the Board
- attending all meetings of the Board of Directors
- advising the Board on administrative practice in such a form and manner as will allow the Board to exercise its legal function
- understanding, administering and enforcing all laws applicable to the District's operations
- delegating work to staff, and assuring work completion
- developing and presenting the Board with a recommended District budget, and overseeing the implementation of the version adopted by the Board

- negotiating and administering water contracts and other legal agreements on behalf of the District, pursuant to policy direction from the Board
- representing the District in the community and in coordinating District interests with other government agencies, regulatory agencies, professional associations, and technical consultants
- providing timely advice and consultation on the development of programs and policies to the Board of Directors, District staff, consultants and other agencies
- reviewing legislation and related information, and preparing summary analysis for the Board
- handling all District human resources and employee relations matters, under policy direction from the Board
- coordinating the preparation of the Board's meeting agendas

The General Manager leads the District's staff through three key direct reports: the District Engineer/Production Superintendent, Distribution Superintendent, and Office Manager.

CURRENT ISSUES AND PRIORITIES

Current issues and priorities the General Manager will need to address include:

Bureau Contract – The District has recently approved a 25 year water purchase contract with the Bureau of Reclamation. Execution of the contract by the Bureau is pending. The new contract raises the minimum threshold for agricultural water rates from two to five acres, but allows certain small acreage users to maintain the lower agricultural rates under certain guidelines. The District will be responsible for implementing and administering these new guidelines.

Meeting Future Water Needs – To accommodate the water needs of the District's anticipated growth in the long term, and to provide adequate quantities in the event of an extended drought period, the District will need to continue exploring alternatives to increasing its water supply. The Manager will direct related efforts, explore means of financing viable projects, and eventually help the Board with the selection and implementation of related decisions.

Storage Facilities – The District has a goal of expanding its limited storage capacity by developing new storage facilities to improve system reliability. Two potential storage sites have been identified. The Manager will evaluate alternative designs and methods of financing the projects, and make related recommendations to the Board.

Other Improvements – In addition to the District's current treatment plant upgrade project, District staff has begun an update process of the District's Master Plan. Recent District efforts to acquire and implement new GIS technology into its facilities and operations will also continue. The General Manager will provide guidance and direction to these and related efforts.

IDEAL CANDIDATE

The ideal candidate will be an experienced water systems manager or senior assistant in a comparable or larger, full service water utility with strong human resources, employee relations and fiscal management abilities, as well as significant knowledge of water law, resources, operations, and related issues. This personable and innovative leader will continue a tradition of positive Board-Manager relations, and possess excellent communication and customer relations skills, as well as a demonstrated track record of integrity and success. Experience as a civil engineer, including California registration, is desirable. Experience with and understanding of California water issues and operations is also desirable. Possession of a Class C California Drivers License is required upon appointment.

Education

A Bachelor's degree in engineering, business/public administration or related field is desired. An Associate's degree together with extensive water management experience is acceptable.

Competencies

- Knowledgeable in water supply, quality, distribution, and related operations
- Competent in water facility planning and financing, including knowledge of and experience in grant funding
- Able to carefully evaluate the organization's efficiency and effectiveness as well as keep the District on sound financial footing
- Progressive in the approach to business management and able to delegate both authority and responsibility while holding the organization accountable



- An effective listener, negotiator, and team builder who is open to new ideas and accessible
- Able to administer the District's human resource matters, including discipline, fairly and in conformance with applicable law
- Effective in representing the District with customers, community groups, and other governmental agencies to further District objectives

Personal Characteristics

- People oriented and able to establish a strong working relationship with the Board, customers, and staff
- Decisive once input has been received and viewpoints are known and understood
- Willing to follow Board direction and able to take the initiative in refining and implementing Board policy
- Willing to be accountable for actions and convictions
- A self starter; operates with a sense of urgency; is timely and responsive
- An effective communicator, both orally and in writing
- Calm under pressure and possessing a good sense of humor
- Flexible; able to see more than one solution to a problem
- Politically astute; yet not political

COMPENSATION AND BENEFITS

The salary for the General Manager is open and negotiable based on the qualifications of the successful candidate. The District offers an attractive benefit package, some aspects of which are negotiable with the appointee. Basic features include:

Retirement – California Public Employee Retirement System (PERS), 2% @ 60 Plan. District pays employee's 7% contribution. The District also participates in Social Security.

Medical, Dental & Vision Insurance – District provides coverage for employee and eligible dependents.

Work Week – District utilizes a 9/80 work week (80 hours worked in a two week period with every other Friday off).

Holidays, Sick, Vacation, and Administrative Leave – Employees receive 12 paid holidays and earn 12 days sick leave annually. Vacation leave is negotiable; employees earn 10-25 days annually depending on years of service. Administrative employees also receive five days administrative leave.

Disability Insurance – District paid income protection plan (60% of salary after 60 days).

Life Insurance – District paid \$50,000 life insurance policy.

Vehicle – District vehicle provided.

457 Deferred Compensation Plan – Available for employee contribution.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter indicating current salary and the names of three work-related references by **Friday, November 5, 2004** to:



Kris Kristensen
 CPS EXECUTIVE SEARCH
 241 Lathrop Way
 Sacramento, CA 95815
 916 / 263-1401
 Fax: 916 / 561-7205
 Email: resumes@cps.ca.gov
 Website: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants in mid November. Candidates appearing best suited for the District will be reported to the Board of Directors. The Board will invite approximately 5-7 candidates to participate in an interview in Redding sometime in early December. An offer of appointment is anticipated by end of December following full reference and background checks, a final interview, and a pre-employment medical examination.